



Building & Development Services
1102 Lohmans Crossing
Lakeway, TX 78734
Phone: (512) 314-7542
Fax: (512) 314-7541
www.lakeway-tx.gov

CERTIFICATE REQUEST

Requests:

Applications for a Certificate of Acceptance, Certificate of Completion or Certificate of Occupancy (temporary or final) must be scheduled with BDS at least one week in advance of the requested occupancy date. *

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the *jurisdiction*. [Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the *jurisdiction* shall not be valid.] (IBC §111.1 [IRC §R110.1])

All fees must be paid in full prior to any request for Certificate(s).

Checklist (a copy of each report must be submitted with the certificate request):

For subdivision improvement and site development permits (i.e. certificates of acceptance):

- A. Certificate Request Form ☐
- B. Project Engineer's Letter of Concurrence ☐

For nonresidential building permits including requests for certificates of completion:

- A. Certificate Request Form ☐
- C. City Engineer's Certificate of Acceptance ☐
- D. Final Building Inspection (Passed) ☐
- F. Final Fire Inspection (Passed) ☐
- G. Final Health Inspection [*if applicable*] (Passed) ☐
- H. Final Plumbing Inspection (Passed) ☐
- I. OSSF Permit to Operate [*if applicable*] ☐

For residential building permits including requests for certificates of completion:

- A. Certificate Request Form ☐
- D. Final Building Inspection (Passed) ☐
- E. Compliance Inspection [*all landscaping must be permitted and installed prior to submitting requests for compliance inspection; inspections may be requested by calling our inspection request line at (512) 314-7548 and leaving your name, phone number, permit number, project address and type of inspection you are requesting*] (Passed) ☐
- H. Final Plumbing Inspection (Passed) ☐
- I. OSSF Permit to Operate [*if applicable*] ☐

*(LCO §24.02.121(d))



CERTIFICATE REQUEST FORM

Project No.: _____

Requestor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Use the space below to further describe any particulars of your request:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I, _____, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City.

(Signature)

OFFICE USE ONLY:

Project # _____

Submittal Date _____

DATE STAMP

Paid: \$ _____ Receipt: _____